

REQUIREMENTS FOR THE  
**ADULT EDUCATION CERTIFICATE**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

*CERTIFICATE MAY BE USED TO TEACH IN THE AREAS OF ADULT BASIC EDUCATION, ADULT SECONDARY EDUCATION, ENGLISH LANGUAGE ACQUISITION FOR ADULTS, OR CITIZENSHIP.*

➤ **PROVISIONAL ADULT EDUCATION CERTIFICATE**

*The Provisional certificate is valid for 3 years and is not renewable.*

**Requirements for the Provisional Adult Education Certificate are:**

1. Completed **Application for Certification**
2. Appropriate Fee (See **Application for Certification**)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.*
4. Option A or B:
  - A. A Bachelor's degree or higher from an accredited institution. Official transcript(s) required.
  - B. **Three years** of verified experience as a teacher, tutor, or aide in an adult education program or in grades K-12. (Please submit a letter on official letterhead from adult education program administrator to verify experience.) Up to **two years** of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.

➤ **STANDARD ADULT EDUCATION CERTIFICATE**

*The Standard certificate is valid for 6 years and is renewable.*

**Requirements for the Standard Adult Education Certificate are:**

1. Completed **Application for Conversion of a Provisional Adult Education Certificate**
2. Appropriate Fee (See **Application for Conversion of a Provisional Adult Education Certificate**)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.*
4. **One year** of verified part-time or full-time teaching experience under a Provisional Adult Education Certificate. (Please submit a letter on official letterhead from an adult education program administrator to verify teaching experience.)
5. Completion of 10-clock hours in a professional development program since the issuance of the Provisional Adult Education Certificate. (Please submit a letter on official letterhead from an adult education program administrator to verify clock hours.)

➤ **RENEWAL OF A STANDARD ADULT EDUCATION CERTIFICATE**

*The Standard certificate may be renewed within 6 months of its expiration date.*

**Requirements for the Renewal of a Standard Adult Education Certificate are:**

1. Completed **Application for Renewal of Certificate**
2. Appropriate Fee (See **Application for Renewal of Certificate**)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.*
4. Completion of 60-clock hours in a professional development program. (Please submit a letter on official letterhead from an adult education program administrator to verify clock hours.)